

Chief, Management Staff

25 July 1957

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Weekly Report - Week Ending 25 July 1957

1. Contributions

a. Tangible

- (1) Completed 20 new and revised forms; eliminated 6 forms.
- (2) The Records Center received 64 cubic feet of inactive records and eliminated 76 cubic feet.
- (3) The review of the filing system in the Suggestion Awards Staff has been completed and the following accomplished:
 - (a) About one half of a file drawer of inactive records were retired to the Records Center; two additional cubic feet were segregated for retirement at the end of this calendar year.
 - (b) The Subject Numeric File System was brought up-to-date.
 - (c) A new method to control suggestions in process was proposed.

b. Intangible.

- (1) Three Employee Suggestions were evaluated and rejections recommended.

2. Assignments - (Active)

- a. Review of Records Control Schedule, Office of Personnel - Project about 30 per cent completed.
- b. Forty new and revised forms in process - 15 of these are for the Office of the Comptroller in conjunction with the preparation of Budget submission. Completion of these is required by 31 July.

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- c. Installation of Subject Numeris System, Casualty Affairs Branch/OP.
- d. Review of Vitals Personnel Records.
- e. Review of requisitions for new filing equipment - reviewed 7 requisitions; returned 2 for further consideration, approved 4 and proposed a revision in 1, providing for a 5-drawer rather than a 4-drawer cabinet.
- f. Preparation of pamphlet, "So You Have a Space Problem."
- g. Records Disposition Survey, Commercial Staff.

3. News

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- a. [] and I participated in Operation Alert, 1957 Program, for the entire period and [] stayed 2 days. The Alert gave us an opportunity to review with many officials their Vital Materials Program and make suggestions for improvement. Some of these improvements have already been made, others are in the process of adoption. The Alert program also provided an opportunity to discuss other phases of the Records Management Program with a number of Agency officials. A number of these officials visited the Records Center and the Vital Materials Repository.

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Mgt/R/RMS

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